

Nursery Place Request

Please complete the preschool request form and submit to the manager, along with £50, to be placed on the waiting list. The fee is non-refundable. Please complete one form per child you wish to place on the list. **The fee is not required for families accessing ONLY funded hours as part of the Early Years' Funding for 2,3 & 4 year olds.**

Child's Full Name:					
Child's D.O.B:		Country of Birth:			
Parents' Names:					
Tel. No:					
Home Address:					
Email:					
Date you wish placement to commence:					
Child's age on entry to preschool: (e.g. 2 years, 5 months)					
Please tick as appropriate:					
<input type="checkbox"/>	Funded 2 year old	<input type="checkbox"/>	30 hours funded place		
<input type="checkbox"/>	3 – 4 year old				
Term time only request for 2, 3 & 4 yr old funded place:					
<input type="checkbox"/>	Yes				
<input type="checkbox"/>	No				
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 – 13:00					
13:00 – 18:00					
08:00 – 18:00					
08:45 – 16:15 Funded 3-4yr olds only (TTO)					
09:15 – 14:45 (Full year)					

Before signing this request please ensure you have read and understand the following policies: Admissions policy & Fees and Payments policy. Prior to taking a place parents are required to sign a contract with the setting and be aware of the settings policies which govern how the setting operates. No refunds for non-placement will be made. If you wish to cancel a place please be aware that one month's notice is required and fees for that period are due in full. A £40 Registration fee is charged is payable on your first invoice (if using more than funded hours).

Preschool place request signed by:

Mother:		Date:	
Father:		Date:	

Office Use Only	
Date form received:	
Payment received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Receipt given (number):	
Letter sent to confirm child is on the nursery waiting list:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date sent:	
Date parents contacted with Actual Start Date Offer: (ASDO)	
Method of contact:	
<input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Date parents sent full registration pack:	
Child's start date:	
Refund of fee made (invoice number):	
ASDO rejected by parent:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Letter of cancellation for place received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date received:	